



IN-PERSON MEETING STANDARD



By Kenes Group

BEFORE - PLAN

- Reviewing all venue policies
- Optimising participant numbers according to local regulations
- Strict hygiene standards in place
- Ongoing communication and updates
- More physical space in the hall set up
- Food & beverage safety distribution plan
- Exhibition booths spacing
- Poster area reorganisation for safe viewing
- Ensuring masks and other provisions for the safety of all stakeholders
- Reviewing all supplier policies prior to the event



DURING - ACT

- Adapt entrance regulations according to the venue and local standards
- Hygiene stations and sanitisation packs available at venue
- Regular checks on cleaning high-touch areas
- Ongoing communication with stakeholders
- Hall set up with physical distance in mind
- Multiple locations available for breaks
- Safe distribution of food and drinks
- Staff available to support participants
- Masks and hygiene gels available for all stakeholders and staff



AFTER - FOLLOW UP

- Plan for effective dismantling to avoid crowds
- Improving procedures
- Donating unused personal hygiene materials to local organisations

